Application Acknowledgement

A recruitment process is an opportunity to build your brand in the marketplace and also to damage it. If an applicant responds to your role you need to have the decency to respond to them even if they are not the right person for the role. One day they might be that person and they may not apply due to their previous exposure to your business. With email this communication is a relatively easy process or, if you are utilising SEEK, you can draft a SEEK template.

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| []  Your application for the position of [] dated [] has been received and is receiving our attention.  Yours faithfully,  [Name]  [Title] |